

11. SUMMARY OF MATERIALS SUBMISSION:

- a. Six (6) copies of plat, revision dates evident | \_\_\_\_\_
- b. Application form | \_\_\_\_\_
- c. Fee as per schedule | \_\_\_\_\_
- d. Deed | \_\_\_\_\_
- e. Letter of Agent | \_\_\_\_\_
- f. SEQR form | \_\_\_\_\_
- g. Checklist completed | \_\_\_\_\_
- h. Cover letter to PB with brief summary of project,  
e.g., scope, purpose, plans for development | \_\_\_\_\_
- i. Any related documents | \_\_\_\_\_

REFERENCE NOTE: following any Planning Board approval, applicant must apply to Town of Lloyd Building Department for a building permit for all construction and/or structural renovations. The Building Department will issue a C.O. (certificate of occupancy) upon satisfaction of conditions of approval and final inspection. It is necessary that the applicant follow this procedure to avoid future difficulties with code compliance, and with any title search deficiencies at the time of any sale or refinancing.

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 IN-HOUSE USE ONLY:

1. Additional pertinent information from the ZBA:

\_\_\_\_\_  
 2. Additional pertinent information from the Building Inspector/Code Enforcement Officer:  
 (i.e., outstanding violations, etc.)

\_\_\_\_\_  
 3. Comments of the PB reviewer:

\_\_\_\_\_  
 4. Results of records search:

- a. History of the site \_\_\_\_\_
- b. Referrals:
  - (1) Highway \_\_\_\_\_
  - (2) Engineer \_\_\_\_\_
  - (3) Planner \_\_\_\_\_
  - (4) Recreation \_\_\_\_\_
  - (5) Fire Dept \_\_\_\_\_
  - (6) UCPB \_\_\_\_\_
  - (7) NYS DOT \_\_\_\_\_
  - (8) Water/Sewer \_\_\_\_\_
  - (9) Town Attorney \_\_\_\_\_

5. Escrow Account Established (date/amount)

\_\_\_\_\_

Documents reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Sandra L. Avampato, PB/ZB Admin Asst  
 and Staff Planner